

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00412408
POSITION NO: 242710
POSITION TITLE: _____

DATE POSTED: 08/29/16
CLOSING DATE: 09/12/16

DEPARTMENT NAME / WORKSITE: Twin Arrows Navajo Casino Resort, Twin Arrows, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB58A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>24,128.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>11.60</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Incumbent will provide a full range of clerical support and duties in the administration of the Navajo Gaming Regulatory Office Tribal Gaming Office of moderate difficulty within established limits. Works closely with the Licensing Sub-Office and the NGRO Administration department on accomplishing specific goals and objectives. Provide receptionist services for the NGRO Tribal Gaming Office staff and Licensing Sub-Office. Arranges and organizes meetings, schedules Licensing appointments, and organizes and files confidential material. Provides clerical assistance in processing, organizing, and maintaining Licensing files. Maintains Licensee Lists and provides updates to Licensing Manager. May fill internal supply order requests, and assist in procuring supplies and equipment. Works with other Navajo Nation offices in accomplishing NGRO goals and objectives. Maintains electronic and/or hard copy files, prepares photocopies and facsimiles, tracks and maintains records and status of processes used in department. Provides support, assistance on NGRO and Navajo Nation procedures to NGRO front line employees. Provides clerical assistance with processing NGRO timesheets and Holiday/OT forms as needed. Will work on special projects, under the direction of the Licensing Manager or designee. Will provide back up assistance to answer NGRO main telephone line and may greet guests, which include screening and routing calls and providing NGRO program information. May assist with NGRO administration errands and duties in support of NGRO, and other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office procedures or related experience.

Special Requirements:

- Must possess or be able to obtain a gaming license/certification from the State of Arizona and New Mexico and the Navajo Gaming Regulatory Office.
- Must possess a valid state drivers license. Must be able to obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical/office support practices and procedures. Skill in operating office equipment. Skill in following oral and written instructions. Skill in basic math, and accounting principles. Skill in English composition, grammar, and punctuation. Skill in establishing and maintaining effective working relationships. Skill in maintaining electronic and/or hard copy filing/records systems.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.